

**Otis College of Art and Design
Staff Counselor/Psychologist**

OT Eligible:	No	Grade:	19
HR Approval:		Department:	Stu Health & Wellness Center

Job Summary:

The Staff Counselor/ Psychologist provides multiculturally attuned clinical counseling services (i.e., therapy, assessment, crisis management, consultation, and outreach) to undergraduate and graduate students at Otis College. The Staff Counselor/ Psychologist works collaboratively with the Counseling Director and Student Health & Wellness Center staff to facilitate and support overall student wellness and success. This position reports directly to the Student Health & Wellness Center Counseling Director. The ideal candidate is passionate about working with a diverse creative student population and takes a collaborative approach to working with students and colleagues. This position is either 11 or 12 months and includes a staggered work schedule. For example, 2-3 days per week, schedule may alternate from typical business hours (8:30am-5:00pm) to an alternate schedule (e.g., 11:30am-7:00pm). Some weekend hours may apply.

Responsibilities:

- Maintains a multicultural perspective and sensitivity throughout all levels of his/her/their work.
- Provides short-term individual psychotherapy, crisis intervention, and case management.
- Uses clinical assessments as applicable to formulate diagnostic impressions and to track students' symptoms and progress in treatment.
- Works with the Student Health & Wellness Center team to develop preventative outreach activities, screening programs, workshops, classes, and other services for students on a variety of health and wellness topics (i.e., depression, eating disorders, substance abuse, etc.).
- Provides consultation services for parents, faculty, and staff members regarding student related wellness and mental health issues, as requested.
- Determines, with supervisor, those students requiring a higher level of care and/or referrals and assists students in connecting with referrals as needed.
- Maintains timely and comprehensive counseling records in an electronic health record database.
- Responds to acute student mental health crises, sometimes involving hospitalization of the student. May handle after-hours student crisis telephone calls as back-up to the supervisor in their absence.
- Maintains mandatory licensing requirements on an annual basis.
- Attends and participates in staff development programs, department related meetings, and other college assemblies. Maintains appropriate network of professional contacts and currency with professional organizations and publications. Attends and participates in professional conferences. Represents the College and/or department, as assigned.
- Performs other related duties as assigned. Must be responsive to work-related phone calls and emails during non-business hours on occasion.

Preferred Qualifications:

- Previous experience with providing clinical supervision to mental health trainees.
- Professional experience working with substance abuse prevention and intervention.
- Professional experience in working with eating disorders and sexual assault.
- Previous experience in carrying a high case load of 25 clients weekly on average.
- Experience in conducting outreach presentations to faculty, staff, and students.
- Strong oral and written communication skills.
- Strong commitment to maintaining a team environment.
- Previous experience in working in a college/university counseling center environment.

Required:

An advanced degree in clinical or counseling psychology (i.e., PhD/PsyD, LMFT, LCSW) from an accredited educational institution is required. California licensure is required. A minimum of five (5) years of clinical experience is required.

Preference may be given to applicants with the following as they may be considered specialized skills:

Doctorate from a regionally-accredited university, in counseling psychology, clinical psychology, counselor education, or other closely related discipline.

Emergency Response/Recovery – Position Requirement:

X- This is not considered an essential position.

This is considered an essential position. In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with Otis College’s Emergency Operations Plan and/or the employee’s departmental emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff/faculty/students if needed.

Signature

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Otis College reserves the right to add or change duties at any time.